

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



PARALEGAL 1

Salary Range: \$673.00/week - \$909.25/week

POSITION

Vacancy is in the Corporation Counsel's Office. Under general supervision, performs paralegal duties and responsibilities for a legal caseload, conducts legal research, and drafts documents under the guidance of an attorney. Prepares written legal analysis; and provides operational and staff assistance. Reviews and investigates matters related to legal cases and; schedules witness testimony, medical conferences and deposition of witnesses. Sets up case files and prepares requests and other documentation. Prepares exhibits for hearings; drafts pleadings, motions, statements, and a wide variety of other documents for attorney review. Provides recommendations on litigation cases and claims; assembles and maintains a master document index and master set of all documents for each case; assigns document control numbers; and assembles and prepares trial notebooks and exhibits. Attends pre-trial conferences and participates in trial exhibit management discussions. Performs related work as required. The hours of work for this position are 37.5 per week and the above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Possession of a high school diploma or a GED and the successful completion of an American Bar Association (ABA) approved paralegal education program and three years of progressively responsible clerical support to an attorney. Experience with residential and commercial transactions and contract drafting and review helpful. Whenever possible, an equivalent combination of training and experience will be considered. A degree from an accredited four-year college or university is preferred. **A COPY OF YOUR DIPLOMA OR TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION. A DIPLOMA OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED**

SPECIAL REQUIREMENTS

A valid driver's license is required. **A copy of your driver's license must be submitted with your application.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application. It may also include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of principles and practices of civil and administrative agency law applicable to practice as a paralegal; Knowledge of State and Federal court procedures, rules of evidence and burden of proof issues; Knowledge of methods and techniques of legal research and investigation; Knowledge of principles and practices of legal communication; Knowledge of courtroom and hearing procedures and legal courtesies; Knowledge of legal requirements applicable to the maintenance and retention of employee benefits record keeping; Ability to conduct legal research; Ability to draft a wide variety of legal documents; Ability to present statements of fact, law and basic argument clearly, logically, and concisely; Ability to read, interpret and apply statutory and legal requirements to the investigation and preparation of cases for trial; Ability to work independently, set priorities, and organize work to accomplish complex tasks efficiently with stringent deadlines; Ability to develop and maintain effective working relationships with supervising attorneys, officers of the court, litigants and their attorneys, complainants and others encountered in the course of work. If selected for the position, you will be required to pass a physical examination administered by a City physician, and may be required to pass a drug and alcohol screening examination and a background check. If appointed, you will be required to serve 3-12 months of probation. The examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No. 2350

Re-Issued: 7/3/06

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.